

28 JUN 1962

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Program Reviews by Financial Policy and Budget Committee

At its Meeting on 20 June 1962, the Financial Policy and Budget Committee discussed several areas warranting examination for reasons of financial policy and future budget planning. This is an attempt on the part of the Committee to fortify its knowledge in areas requiring further discussion and examination. Listed below is an extract from the agenda for action by you. I would appreciate it if you could let me have your answer within the next week or two. Please feel free to discuss with me during the preparation phase any matters on which you wish clarification. There is no need for exhaustive and painstaking studies.

EXTRACT

"What level and standards of records retirements is presently being maintained? Are the records retained kept to a minimum and in terms of their vitality? Can savings be effected or projected increases offset by a stricter policy with regard to vital records storage? (There is indication that the present facilities for records storage will shortly be insufficient.)"

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H. Gates Lloyd
Acting Deputy Director
(Support)

SECRET

